

2011 Neighborhood Beautification Matching Grant Packet



James City County Clean County Commission P.O. Box 8784 Williamsburg, VA 23187 Phone No. 259-4986 Fax No. 253-6878 E-mail: civics@james-city.va.us

Beautification Matching Grant Program - PURPOSE & GUIDELINES

1) Purpose

James City Clean County Commission Beautification Grants of up to \$500.00 are available to neighborhood and homeowner associations. Their purposes are to enhance the sense of community through the involvement of the neighborhood in the development and accomplishment of a neighborhood (beautification) project. Generally, a single grant could be authorized per neighborhood.

2) Categories

<u>Physical Improvement/Beautification</u> - focus on the physical aspects of the neighborhood such as common areas, area indigenous plants and signage. Example: entrance improvements.

<u>Multi-Neighborhood Project Partnerships</u> - focus is on projects that are jointly sponsored by at least two neighborhood organizations that address physical issues. Example: Greenway Path.

- 3) Guidelines In order to compete for grant funds and submit an application:
 - A. A Homeowner/Neighborhood Association (Association) created to manage and maintain the common areas of a community. These "common areas" consist of amenities such as pools, signage, pathways, clubhouses, landscaping, parks, streets, and roads.
 - B. The Association must complete a Neighborhood Beautification Matching Grant Packet (Application plus Checklist) and submit five (5) copies to the Clean County Commission prior to 5:00 p.m. on March 25, 2011.
 - C. The Association governing officials must sign this application in support of the project. Additionally, the Association must maintain a record of volunteer and partner/sponsor support for said project. Upon completion of the project and by November 1, 2011, a Project Completion Report including after-action photos must be submitted to the James City Clean County Commission.
 - D. The neighborhood or homeowner association must match dollar for dollar what is requested from the County. The match can be generated through:
 - Volunteer hours valued at \$20.85 per hour
 - In-kind donations
 - Cash donations
 - E. An Association representative can obtain a preliminary review of their application prior to submittal date by contacting the:
 - The Clean County Commission members or
 - Tressell Carter, Civic Engagement Coordinator, Phone: 757-259-4986; e-mail: civics@james-city.va.us

Neighborhood Matching Grant Review

A panel of judges from the public and private sector will review applications. Grants will be awarded in April.

Neighborhood Beautification Matching Grant - APPLICATION

Name of Neighborhood Asso	ociation	
Number of Homes	Date the association was organized	
	title, E-mail & phone number)	
Homeowners Association E-n	nail address	
Names of Board members		
Brief Neighborhood History ((include dates of previous Neighborhood Matching grant awards)	
	cation	
	f Point of Contact for this Project	
,	,	
Title of Project		
•		
rroject Bescription		

Neighborhood Beautification Matching Grant - APPLICATION (continued)

Why is the project worthwhile - what need will it fulfill?				
What difference will this project make and how will:	it be measured?			
How will the project benefit the neighborhood and v	-			
What is the plan for the future maintenance of the p				
Project start date	Project completion date	e		
Names of applicable community partners/sponsors				
Record of project, volunteer and partner/ sponsor so	upport will be maintained l	by HOA for one Year		
Signature-Association Governing Official	Printed Name	Title & Date		

Beautification Matching Grant - LETTER OF INTENT This letter is to confirm that my company/agency _____ (Name) neighborhood association in the implementation of its following Neighborhood Matching Grant Project: (Name of Project) Our contribution will consist of (please check all that apply): Cash amount of \$ In-kind Services/Goods of: The market value of my company's in-kind contribution is \$ We look forward to working with this neighborhood on this project and will participate in upcoming publicity events for the James City Clean County Commission Matching Grants Program. (Signature) Please Print: Name

Phone No. _____ Fax No. _____

Address

E-Mail address

Neighborhood Beautification Matching Grant Program - PROPOSED PROJECT BUDGET

- A. Description of Budget Items: List each resource needed to complete your project.
- **B.** Grant Funds: Enter the amount of County money you will spend on this item.
- C. Other Sources: Enter any cash contributions, etc received from partners/sponsors
- **D. In-kind Labor:** Enter the value of the neighborhoods donated goods, services from partners/sponsors and volunteer labor. (Please note volunteer labor should be valued at \$20.85 per hour.)
- **E.** Total: Calculate the total cost.

A.	B.	C.	D.	E.
	James City Clean		In-kind Goods/Services	
	County Commission	Cash from	(include volunteer hours	
Description of Budget Items	Grant	Other Sources	At \$20.85 an hour)	Total
TOTAL BUDGET	\$	\$	\$	\$

Please note that the sum of Columns B, C, and D must equal that of Column E.

Beautification Matching Grant Application - CHECKLIST

The following	g information pertaining to the Association:	is	
readily availab	ple upon request within 5 days notice:		
	Copy of completed by-laws		
	List of the association's current officers		
	Name & address of neighborhood association's bank.		
	ing your application, please make sure you "include" all APPLICABLE Neighborant information required below:	orhood	
	Completed, signed Grant Application with "before" photos pertaining to the project		
	Volunteer Pledge		
	Letters of Intent		
	Proposed Project Budget		
	:: We agree to maintain project, volunteer and partner/sponsor support records by our Associative years. Date, printed name and signature of Association governing official is as follows:	tion for	
Title/DATE:	Printed NameSignature		

Submit by March 31, 2011 to: James City Clean County Commission P.O. Box 8784, Williamsburg, VA 23187 Phone: 259-4986, Fax: 253-6878 civics@james-city.va.us

Beautification Matching Grant - PROJECT COMPLETION REPORT

Submit by November 1, 2011 to: James City Clean County Commission P.O. Box 8784, Williamsburg, VA 23187 Phone: 259-4986, Fax: 253-6878 tcarter@james-city.va.us

Name of Neighborhood Association		
Project Title		
Our association completed the projection.	ect on If not completed what chang	ged?
We spent the grant allotted funds as	s follows: (Receipts are attached/included.	.)
3. After project completion, photo(s) ar	re attached. Yes 🗌	
4. Our partners and/or sponsors, if an	y, provided assistance as follows: Not Ap	plicable
,	borhood volunteers versus forecast Neighborhood Matching Grant program &	
By signing below, I affirm and rep		(insert title) of the
on behalf of the Association. On behal affirm that the Association owns all rig permission and consent from any and	f of the Association, I hereby affirm the v ghts to the photograph(s) submitted with all persons appearing in the photograph ed by the Association from James City Cou	alidity of the information given above and this report and has obtained all necessary (s). On behalf of the Association and in
	fice of the James City Civic Engagement ax No. 757-253-6787 or mail to: James Cit	
Signature	Printed Name	Title/Date
BeautGrantPack11.doc		Rev. 11-10